Woodcroft Primary School
Health and Safety Policy

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Co-ordinator responsible for the policy in consultation with the staff and governors:

Head Teacher

Reviewed: September 2023
Next Review Date: September 2026

Headteacher signature: ……..……..

Chair of Governors signature: ……..……..

STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work, in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment, ensuring the welfare of all persons
- Maintain control of Health and Safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive Health and Safety culture through regular communication and consultation with employees and their representatives on Health and Safety matters.

Our Health and Safety Management System has been developed to ensure that the above commitments can be met. All staff and Governors will be instrumental in its implementation.

ORGANISATION

Employer Responsibility

The overall responsibility for Health and Safety at Woodcroft Primary School is held by Hampshire County Council who will:

- Ensure that Health and Safety has a high profile
- Ensure adequate resources for Health and Safety are made available
- Consult and advise staff regarding Health and Safety requirements & arrangements
- Periodically monitor and review local Health and Safety arrangements

Responsible Manager

The responsible manager for the premises is the Headteacher: Mr Barry Fanning, who will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises' as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding Health and Safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update the Governing Body as appropriate
- Produce, monitor and periodically review all local safety policies and procedures.

All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own Health and Safety and that of others affected by their activities by:

- Supporting the School's Health and Safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with Health and Safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others.

The responsibility of applying local safety procedures on a day-to-day basis rests with the all staff. Where any new process or operation is introduced in the area of their responsibility, they are to

liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to Health and Safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Site Manager

The Site Manager (Mr Keith Francis) is responsible for undertaking a wide range of typical Health and Safety related duties on behalf of, and under the direction of, the Responsible Manager. They are to work within the parameters of any provided training and in accordance with Risk Assessments and the on-site safe working practices. They are to work within their level of competence and seek appropriate guidance and direction from their Headteacher and the Children's Services Health and Safety Team as required.

Governing Body

The Governing Body have elected a Health and Safety Governor, Mr Daniel Thomas, to work alongside the Health & Safety co-ordinator. The role of the Health and Safety Governor is to promote Health and Safety within the School while taking the lead in monitoring school Health and Safety. They will meet with the Schools' Health and Safety Co-Ordinator on a regular basis to discuss and review Health and Safety issues and procedures.
The Governing Body will ensure that safety is effectively managed within the School and that there are procedures in place to evaluate the effectiveness of Health and Safety arrangements. They are to ensure that the Health and Safety Policy is reviewed at least annually and revised as appropriate and to make decisions on Health and Safety where there is significant implication in terms of cost. Governors are to ensure that regulations and guidelines relating to off-site activities and educational visits are being followed and to promote wellbeing for staff and pupils in terms of their physical, mental health and emotional wellbeing.

On-Site Health & Safety Coordinator

The on-site Health & Safety Coordinator will manage, advise and coordinate local safety matters on behalf of, and under the direction of, the Responsible Manager. The Health & Safety Coordinator is the Site Manager (Mr Keith Francis). They are to work within their level of competence and seek appropriate guidance and direction from the Headteacher and the Children's Services Health and Safety Team as required.

Fire Safety Co-ordinator

Mr Keith Francis (Site manager) is the Fire Safety Coordinator who is the competent person for Fire Safety on the premises and act on behalf of the Responsible Manager. They are to attend the Fire Safety Coordinator training course (IOSH Fire Risk Assessment Principles and Practices) and refresh this training every three years. The Fire Safety Coordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the Fire Safety Manual.

The Fire Safety Coordinator is to work within their level of competence and seek appropriate guidance and direction from their Headteacher and the Children's Services Health & Safety Team as required.

Facilities Management Trained Staff

Mr Keith Francis is the Facilities Manager. Children's Services Department require that every site have access to a facility management trained member of staff who is the competent person for the overall management of general premises facilities and acts on behalf of the Responsible Manager. They should attend the facilities management training course and refresh this training every six years. They are responsible for the local management and completion of day-to-day premises matters and duties. They should work within their level of competence and seek appropriate guidance and direction from the headteacher and/or the Children's Services Health & Safety Team as required.

Legionella Competent Person

The Site Manager (Mr Keith Francis) is the nominated competent person for Legionella. They act on behalf of the Headteacher to provide the necessary competence to enable legionella to be managed safely. They are to annually complete the Legionella e-learning course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. They will advise the Headteacher of any condition or situation relating to legionella which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from their Headteacher and the Children's Services Health & Safety Team as required.

Asbestos Nominated Responsible Person

The Site Manager (Mr Keith Francis) is the nominated competent persons for asbestos on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely. They are to annually complete the asbestos e-learning course and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. They are to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the Headteacher and the Children's Services Health & Safety Team as required.

Accident Investigator

The on-site trained Accident Investigators is the Site Manager (Mr Keith Francis). They will lead on all accident investigations in accordance with departmental and corporate procedures.

ARRANGEMENTS

The following arrangements for Health and Safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the Health and Safety provisions for Woodcroft Primary School and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all Managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident/Incident Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses are carried out in accordance with departmental and corporate policy requirements.

Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded on the HCC Accident Report Form that can be found in the Staff Room on the green pillar. This completed form is to be handed to the Admin Manager who then completes an online accident/incident, near miss and dangerous occurrence investigation and reporting form, which automatically is sent to the Children's Services Health & Safety Team in accordance with Children's Services Safety Guidance Procedure SGP 17-07.

The person reporting the incident and the manager will receive a request to carry out an investigation and a link to record this on. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

Minor accidents to pupils are to be recorded in the first aid books located in the school office.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) will be notified to the Children's Services Health and Safety Team for them to report. A copy of the form will then be created by the Children's Services Health & Safety Team and sent to the HSE.

The Headteacher will ensure that the Governing Body is appropriately informed of all incidents of a serious nature. All accident and incident reports will be monitored by the Admin Manager and the Site Manager for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community, extended service and third party users must report all incidents related to unsafe premises or equipment to the school staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Administration of Medicines

Arrangements regarding medicines are set out in the Supporting Children with Medical Conditions Policy which can be found on the Schools' website and on the School's Policy noticeboard.

Asbestos Management

Asbestos management on site is controlled by the Nominated Responsible Person. The asbestos register as issued by the Asbestos Team is located at the school office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

The Responsible Manager and the Nominated Responsible Person must complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these must be retained with the asbestos register. They will also complete the Asbestos e-learning on an annual basis. The nominated person will additionally attend the Hampshire Scientific Services half day attendance course as a one off. As will any other school staff that are likely to carry out any invasive works.

Any changes to the premises structure that may affect the asbestos register information will be notified to the Asbestos Team in order that the asbestos register may be updated accordingly.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and obtaining approval from the Nominated Responsible Person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Headteacher and the asbestos Nominated Responsible Person, who will immediately act to cordon off the affected area and contact the Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Headteacher or the Asbestos competent person.

Child Protection

Arrangements regarding child protection are set out in the Child Protection, Procedure and Safeguarding Policy. The Designated Safeguarding Leads (DSLs) are:

- DSL Lead - Headteacher - Mr Barry Fanning
- Assistant Headteacher and SENCo - Mrs Laura Sherwell
- Assistant Headteachers - Mrs Emma Wilkinson
- Home School Link Worker (Mrs Dawn Pink)

The School has separate Child Protection, Safeguarding and Whistleblowing Policies which can be found on the Schools' website and on the School's Policy noticeboard.

Community Users, Lettings and Extended Services

The Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises are safe for use and always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers and users are formally made aware of fire safety procedures and equipment.

Contractors on Site

It is recommended that HCC registered contractors are always to be used for contractual work on the premises. Where non-HCC registered contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the school office, where they will be asked to sign the visitor's book and asbestos register and will be expected to comply with HCC and school guidelines. In the Site Manager's absence, the Head teacher will be responsible for ensuring that all contractors are fully briefed in all aspects of Health and Safety requirements. If contractors arrive on site out of school hours, they must report to the Site Manager. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements. Grounds maintenance is carried out by HCC employees and personnel sign their own book in addition to the visitor's book.

Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant classroom teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Class teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Display Screen Equipment

All users must complete the display screen equipment (DSE) e-learning course every year without exception. All users, alongside the DSE Assessor, must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Drugs

Woodcroft Primary School has an approach to drugs as part of its commitment to being a healthy school with the aim to enable pupils to make informed choices by increasing their knowledge and providing opportunities for them to explore their own and others' attitudes.

Some young people will use substances, both legal and illegal, including volatile substances, alcohol and tobacco. All children and young people require information, advice and education on this subject to help reduce harm caused by substance misuse. A small proportion of young people may have difficulties with substances and will need advice and support or specialist treatment to address their needs. All staff who work with children and young people have a key role to play addressing substance misuse among children and young people.

Electrical Equipment

The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired. It shall be labelled 'DO NOT USE' and securely locked away until repaired or disposed of
- All portable electrical equipment will be inspected and tested at intervals of one year
- Equipment testing and inspection can only be carried out by a competent person.
- The competent person to be used is provided by a third party who is qualified, currently Hooper Services Limited
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the Headteacher in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Site Manager (Mr Keith Francis) and attended to as soon as possible. It must be locked away in the Site Manager's room until it is repaired or disposed of.

Emergency Procedures

General evacuation for fire and non-fire related emergencies is to be carried out in accordance with the School's Emergency Evacuation Plan. This plan will be in place as well as the Fire Evacuation Plan.

All staff are emailed the most up to date Emergency Evacuation Plan at induction, and are provided with updated information as the Emergency Evacuation Plan is routinely reviewed and amendments are introduced via email.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to enable and ensure safe, assisted evacuation in the event of an emergency incident.

Fire Safety Coordinator

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site. This is the Site Manager (Mr Keith Francis).

The Headteacher will ensure through the Fire Safety Coordinator that:

- All staff complete the mandatory fire safety induction e-learning course every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits - they should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the Fire Safety Coordinator and amended as new hazards or required amendments are identified.

First Aid

Arrangements regarding First Aid provision are set out in the First Aid Guidance for the school (appendix 2). The names and locations of the first aid trained staff are clearly signposted around the school.

A needs assessment of the first aid requirements is completed annually. This details the number of first aid staff required.

First aid is never to be administered by anyone except first aid trained staff with in date training certification, operating within the parameters of their training.

General Equipment

All general equipment requiring statutory inspection and testing on site (e.g. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor under Property Services arrangements, or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Glazing

Glass and glazing on site has been surveyed by Property Services and risk assessed by the School to ensure that it is suitable safety glass for the area in which the glazing is located, this includes taking account for the activities undertaken and types of children within the school. The survey and assessment are kept electronically and is reviewed three yearly or sooner when there are changes occur.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good Health and Safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported
- No storage to be kept under the staircases.

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH Assessor, and the product has been approved for safe use on site by the Headteacher. The premises COSHH Assessor acting on behalf of the Headteacher is the Caretaker/Site Manager.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is in the garage. This is to remain locked at all times. All flammable substances are to be stored in a locked metal cabinet and clearly signposted.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded on the electronic tracker and reported to the office for the Site Manager's attention. It is the responsibility of every member of staff to record any defects.

Routine documented inspections of the premises are carried out at least once every half term in accordance with the HCC inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010(A/B/C) Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the Site Manager (Mr Keith Francis) (or the head teacher, Barry Fanning) and recorded on the electronic Tracker. Any identified high level risks or safety management concerns are to be actioned at the first possible opportunity. The Headteacher must be informed immediately and raised at staff level through email, staff communication boards etc.

It is the schools' responsibility that the termly H&S web monitoring form is completed is by the Health and Safety Co-Ordinator. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes.

Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is undertaken by HC3S (Hampshire County Council Catering Services). Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures and authorised access for other kitchen areas, canteens, and food preparation areas are undertaken by HC3S.

Legionella Management

Legionella management on site is controlled by the legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with Hampshire County Council

Policy and Safety Guidance. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes. The competent person is the Site Manager (Mr Keith Francis).

Lone Working

Lone working increases the risks to the individual and, as such, needs to be kept to a minimum (both in terms of the frequency of lone working and the time spent undertaking the activity). To further reduce the risks, lone workers should not undertake hazardous tasks whilst working alone, e.g.

- Working at height
- Using Hazardous equipment/tools (i.e. hedge trimmers)

When lone working is undertaken it must only take place:

- With the Responsible Manager and Headteacher's approval
- And be in accordance with the Corporate Lone Working Procedure where staff have been appropriately categorised and control measures have been identified and put into place.

Any staff that wish to carry out lone working on site must inform the Responsible Manager or Headteacher when they arrive on site, have regular check-ins and inform them when they leave. The Responsible Manager is the Site Manager. For further information, please see appendix 3.

Medication

All staff and children must declare any medication that is required while on school site, and any medical requirements are discussed at induction for new staff. All staff that have a medical need are required to have a PEEP while any child has a Health Care Plan which is written with the HSLA (Mrs Dawn Pink) and the Admin Assistant (Mrs Rachel Reid). Children must have their asthma pumps on them at all times and any child that has an EpiPen must have one with them and one is kept in the office safe. Any child that is Diabetic will have their insulin and hypo treatment available in class and around the school. No child, member of staff or visitor is discriminated against for having a medical condition. Any additional requirements are to be met wherever possible.

Moving and Handling

All staff must complete the moving and handling e-learning course every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.

Specific moving and handling tasks will been assessed by the site manager (Keith Francis) and if he is unable to do the task this will be outsourced.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance. The Outdoor Leader is the Assistant Headteacher (Mrs Emma Wilkinson).

Physical Intervention

Arrangements regarding physical intervention are set out in the Use of Reasonable Force documentation and the Child Protection, Procedure and Safeguarding Policy.

Provision of Information

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are communicated through the staff noticeboard, emails and staff meetings. Local health and safety advice is available from the Admin Manager and the Children's Services Health & Safety Team can provide both general and specialist advice.

The Health and Safety Law poster is displayed on the Health and Safety notice board outside the Staffroom.

Risk Assessment

General risk assessment management will be coordinated by the Admin Assistant (Mrs Rachel Reid) and the Site Manager (Mr Keith Francis) in accordance with guidance contained in the Children's Services Safety Guidance.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessor on site is the Admin Assistant (Mrs Rachel Reid) and the Site Manager (Mr Keith Francis) who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Headteacher or their delegated member of staff prior to implementation.

Completed risk assessments are listed and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

Security

Arrangements regarding security are based on the premises security risk assessment and are set out in the On Site Security Policy (appendix 4).

Smoking

Smoking is not permitted on school grounds. The use of e-cigarettes/vaporizers is prohibited on school grounds in accordance with the amendment of the Hampshire County Council Corporate Policy.

Stress & Wellbeing

Woodcroft Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are under continuous review by work colleagues, governors and self assessment.

Traffic Management

Arrangements regarding on-site traffic safety are documented in the Transport On Site Management Plan and Corporate Procedure. These measures have been shared with staff and the relevant provisions communicated to parents and carers.

Training

Health and safety induction training will be provided and recorded for all new staff and volunteers in accordance with the New Staff Induction Checklist.

The Headteacher is responsible for ensuring that all staff and volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive Health and Safety training plan will be developed and maintained to ensure Health and Safety training is effectively managed for all staff who require it.

All staff will be provided with following as a minimum training provision:

- Induction training regarding all the requirements of this Health and Safety Policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant Health and Safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals

- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the Site Manager (Mr Keith Francis) who are responsible for co-ordinating all Health and Safety training requirements, maintaining the Health and Safety training plan and managing the planning of refresher training for all staff.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Woodcroft Primary School. Staff should be categorised using the Corporate Control Menu and control measures documented on the Violence & Aggression Risk Assessment. This will be shared with relevant staff and reviewed on a regular basis.

Child on child violent incidents will be reported on CPOMS and monitored by a DSL.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using the online accident/incident, near miss and dangerous occurrence investigation and reporting form in accordance with Children's Services Safety Guidance Procedure which is then inputted onto the online incident reporting system by the Admin Manager (Mrs Kelly Stewart).

Visitors

All visitors must initially report to the main reception where they will be provided with the key Health and Safety and Fire Safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with the necessary information and asked to sign the visitor's book and confirm that they have read the site Health & Safety and Fire information leaflet. Visitors will be issued a visitor's badge that must be worn at all times while on site.

Vulnerable Persons

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whist on site.

Woodcroft Pre-School and Wrap Around Care

The Managers of Woodcroft Pre-school and Wrap-Around Care will have full responsibility for Health and Safety needs within the areas, inside and outside occupied by their establishment.
The Responsible Person for Legionella and Asbestos at Woodcroft Primary School will manage and monitor these risks for the whole building including the part occupied by the Pre-School. Evacuations for emergencies will be co-ordinated between the School and Pre-School.

The Pre-School will be responsible for their own annual PAT testing of electrical equipment.

The Pre-School will be responsible for arranging their own Health and Safety Training in accordance with their own needs and policy.

Work at Height

Work at height is always to be undertaken in accordance with the Corporate Procedure on Working at Height. At Woodcroft Primary School, general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent persons for work at height on the premises who have attended the Caretaker Support Service Ladder & Stepladder Safety half-day course, is the Site Manager, who are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff
- Provide stepladder and steps training to staff using the Children's Services Stepladder & Steps Safety user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use.

The competent persons for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Children's Services staff will not be permitted to work on roofs, unless they have suitable edge protection and safe access arrangements.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment specifically for work at height must be selected by the competent person and only used as specified in the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is **forbidden** for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person

- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.

Appendix 1

INCASE OF A FIRE

UPON DISCOVERING A FIRE – SOUND THE ALARM

Fire Alarm Maintenance Company will contact the School upon the Fire Alarm being activated. They will contact the Emergency Services on the school's behalf. It is the Admin Office staff's responsibility to collect all registers, visitors' books, asbestos register, emergency contacts for both staff and children, mobile phone and First Aid kit. Exit the building to the front playground to meet at the muster point.

EVERYONE should leave the building via their nearest safe exit and proceed quickly and carefully to the main playground opposite the school's main entrance.

All doors and windows should be closed by adults unless dangerous to do so. Kitchen appliances will automatically disconnect i.e. gas.

TEACHERS & LSAs to check classrooms on exiting

FIRE COORDINATOR to check building is clear.

HEADTEACHER and **TEACHERS** to supervise all children and check registers.

DO NOT RE-ENTER THE BUILDING UNTIL CLEARANCE IS GIVEN FROM THE **HEAD TEACHER** OR **FIRE BRIGADE SENIOR OFFICER**.

EXIT POINTS

YEAR R	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
Exit from their own classroom	Exit from their own classroom	Exit from their own classroom	Downstairs on left and leave through fire exit at bottom of staircase	Exit from their own classroom	Downstairs on left and leave through fire exit at bottom of staircase	Downstairs on left and leave through fire exit at bottom of staircase

1. Anyone leaving via fire exit at bottom of staircase or any front exits will follow the path round the side of the school building and assemble on the front playground.
2. Classes should line up in silence on the playground facing the school. As big a distance as possible should be between the children and the building.
3. Classes in the hall to leave through fire exit (marked) at the back of the hall, continue round the side of the building to assemble on the front playground.
4. Classes in the library to leave through the main reception.
5. Classes in ICT Suite to exit through the fire exit at the bottom of the stair well continue round the side of the building to assemble on the front playground.

6. In the event of a **FULL SITE EVACUATION** everyone will continue through the front playground and assemble on the bottom path by the green gate.

Appendix 2

First Aid Guidance

Statement

Woodcroft Primary School will ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid is held by the Headteacher who is the Responsible Manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid requirements will be achieved by:

- Carrying out a First Aid Needs Assessment CSAF-002 to determine the first aid provision requirements
- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The Responsible Manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric first aid trained staff are nominated as identified by completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

Qualified First Aid Staff

Most staff have basic emergency first aid training.

As a school, there are First Aid at Work trained staff, identified through the First Aid Needs Assessment process.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

Those staff who are paediatric first aid trained are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations.

Adults that work directly with children with Diabetes have been trained in supporting those children. This is reviewed termly.

First Aid Provision

Our First Aid Needs Assessment has identified the needs of the school. This is a live document and is continually being reviewed by the responsible person. Completed checklists are to be stored in the main school office.

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- Where there is potential damage to a leg or back and the staff have deemed it unwise to move the person
- In the event of a diabetic seizure
- In the event of anaphylactic shock
- In the event of an epileptic seizure

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital
- in the event of a significant head injury

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. If there is a mobile number, a text message will be sent. If a parent is not contactable, the other contact numbers will be rung and the school would ask that person to undertake the role of the parent.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

Bodily Fluids

Gloves are worn in all cases when dealing with any form of bodily fluid. These are disposed of along with any tissues etc. that contain fluids in the clinical waste bin that is located in the medical room.

Spillages

If there is a spillage of bodily fluid, i.e. if any child, staff or visitor is sick, then the action is as followed:

- The area is coned off with chairs immediately
- A member of staff in the area concerned uses a sanitaire clean-up powder on the spillage - this is a specialist powder that can be used on blood, vomit, urine and other liquid spillages and can be found in the medical room.

- Once the powder has congealed, it is swept up immediately with the hard hand-held brush that is also located in the medical room, and placed in a sick bag
- The sick bag is then disposed of in the clinical waste bin.

Appendix 3

Lone Working

The School is committed to reducing the risks to employees during periods of solitary or lone working, and will provide proper monitoring, training and management of risks associated with lone working. The school accepts its responsibilities to reduce the risks to staff by carrying out risk assessments and introducing appropriate preventative and protective measures to reduce those risks so far as is reasonably practicable.

This guidance is based on HCC Children's Services Corporate Lone Working Procedure. For the purposes of this guidance, lone workers are defined as staff who work by themselves in situations where there is no close or direct contact with a colleague e.g. only one member of staff working in the school out of normal school hours.

Introduction

Lone working, violence and aggression are frequently linked together and there are some occasions where employees who have direct contact with members of the public and who can and do experience aggression and violence when working alone. Other aspects of lone working that give cause for concern are sudden illness, security breaches, incidents that cause injury to the person and road traffic accidents when travelling. Some employees are inevitably placed in a position where they do not always know in advance that they could face a potentially dangerous situation, particularly when they are dealing with someone accessing our services for the first time, so it can be difficult to make the decision not to work alone.

It is essential however that employees do not work alone when there is a known risk or threat. In such cases, they should always be accompanied by another member of staff or other suitable arrangements must be made that will ensure their safety is maintained.

In all cases of expected lone working, a risk assessment must be carried out to determine safe practice and some record must be kept of an employee's movements. Managers should also read this departmental policy carefully and refer to the reference material quoted to enable them to fulfil their responsibilities and carry out more effective risk assessments.

Legal Requirements

Health and Safety at Work etc Act 1974
Employers have a general duty, so far as is reasonably practicable, to protect the health, safety and welfare of their employees whilst they are at work and to those who may be affected by their

activities.

Management of Health and Safety at Work Regulations 1999
Employers have a duty to:

- assess the risks to health and safety
- apply the principles of prevention to protect health and safety
- ensure employees are capable of carrying out their tasks
- provide health and safety training as necessary
- take extra steps to protect young people
- tell employees about the risks to their health and safety
- take the necessary preventative and protective measures

Risk Assessment

The best practice to determine whether someone working alone will be safe in their job is to carry out a risk assessment of their planned activities. Where a risk assessment has identified a work-related hazard, the first task should be to try and eliminate it at source by avoiding it completely or doing it another way. Where this is not possible control measures should be introduced to minimise the risk. There may, in some lone working situations, be some residual element of personal danger despite all the best efforts to eliminate or minimise risks shown in the assessment. In those cases, it is necessary to introduce preventative and protective control measures to further reduce those risks so far as is reasonably practicable. Such control measures may include instruction, training or supervision and will require the development of robust monitoring procedures for employees.

HSE recommends a five step approach should be followed for effective risk assessments:

- look for the hazards
- decide who might be harmed and how
- evaluate the risks and decide what needs to be done
- record the results of the assessment in an action plan
- review and revise the assessment and actions taken

A lone working risk assessment should include:

- the degree of isolation of the employee
- the known or expected features and layout of the intended workplace
- any previous knowledge of potential behavioural problems amongst client groups or their family and friends including known threats of violence
- particular risks to women or young person's working alone
- the nature and degree of exposure to any biological or chemical agents
- the form, range and use of any work equipment and the way in which it is handled
- the degree and type of supervision that is required
- the method to be adopted for obtaining assistance if required
- monitoring arrangements for lone workers
- the extent of Health and Safety training provided, or found to be necessary

The state of health of employees must be a consideration when making arrangements for them to work alone. There are some high risk activities where at least one other person may need to be

present and the assessment should indicate whether the job can be adequately controlled by one person. If, as a result of the conclusions of the risk assessment, there is a significant risk to employees carrying out a specific task or undertaking a workplace activity alone, the Headteacher must prohibit them from doing it and make arrangements to provide help or support.

Once risk assessments have been carried out, and lone workers have been identified, the risks to employees should be categorised on a 1-4 scale, in accordance with the Corporate Lone Working Procedure. Appropriate control measures will be agreed and put in place, in line with the procedure.

Information & Training

The Headteacher is expected to make sure that any employee who will be lone working must receive instruction and have a full understanding of the lone working arrangements. Such instructions should indicate the limits of what can/cannot be done while working alone. The level of training should be appropriate to the needs identified in risk assessments. Records should be kept by the Admin Manager to show what training individual staff members have received.

Supervision

The Headteacher must provide an appropriate level of supervision where any work-related activity or task has been categorised as lone working and the risk assessment indicates a need for supervision. The higher the risk the greater the level of supervision may need to be. In all cases the person appointed to provide supervision must be competent in all aspects of that supervision. Where lone workers cannot receive supervision, a designated member of the school must make themselves available, so far as reasonably practicable, by using a telephone or similar contact arrangements.

Supervisors will need to monitor lone workers by such means as:

- periodic visits and observing employees when working alone to check good practice
- making arrangements for keeping in contact by telephone
- using a monitoring system that meets the needs of the situation
- having a check that the employee has returned to their base or home on completion of their task.

Employee Responsibilities & Rights

All employees have a general duty to take care of their own health, safety and welfare and to ensure that they don't put themselves or others at risk.

Employees must report any concerns regarding their health and safety to the Headteacher and report any medical conditions or health problems (temporary or otherwise) that could affect their ability to work safely. They must report all accidents, incidents and dangerous occurrences. In addition, employees have a right to be treated with fairness, equality, dignity and without discrimination, to know what is expected of them, to be supported in managing their workload and to have their Health and Safety needs recognised.

Management

The Headteacher will ensure that:

- Risk assessments for lone working at are carried out and kept up to date
- Staff receive the correct level of information and training
- Staff who work alone are aware of their own responsibilities with regard to their own Health and Safety
- Feedback from any source of concerns or problems with lone working are properly investigated and acted upon
- Safe working procedures for regular lone working situations are developed and recorded, including response plans to manage alarm calls/emergencies (e.g. missing persons), and that staff are made aware of these procedures
- There is adequate support for staff, so far as is reasonably practicable, during periods of lone working
- There is evaluation of the effectiveness of any control measures put in place to manage lone working and review them whenever working practices change, or after a serious incident involving a lone worker.

Appendix 4

On Site Security Policy

Policy Statement

The Governors recognise and accept their responsibilities to provide a safe and secure environment for children, employees and visitors within the School. The premises' security procedures will operate within the framework described in this policy.

Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them. The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the School community.

Responsibility for security at Woodcroft Primary School is held by the Headteacher, who is the Responsible Manager.

All staff have a statutory obligation to co-operate with the requirements of this policy.

Aims & Objectives

Our security policy requirements will be achieved by:

- Ensuring children and all those who work at or visit the premises feel safe and secure
- Ensuring focus is strongly on personal awareness and responsibility
- Ensuring the latest recommendations of the DfES, Government guidelines and the advice of Hampshire County Council are adhered to
- Identifying and minimising the risk as far as reasonable practicable and sensible
- Controlling access to and movement within the premises and grounds by people and vehicles
- Responding effectively and in good time to identified security issues.

SCOPE

This policy covers the following areas:

- Site access, general building security, movement around and outside of the premises
- Lock up and unlock procedures

- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
- Offensive weapons
- Identified threats to the safety and well-being of the premise community from those with criminal intent
- Emergency procedures
- Visitors, contractors, helpers or other persons involved with children
- Computer data security
- Cash handling

Responsible Manager

The Headteacher:

- Ensure that the school for which they are responsible has a security policy and that this has been implemented.
- Will monitor the performance of the site security measures. This will be achieved by.
    - Monitoring performance on visits via the Headteacher
    - By all Governors observing its implementation when they visit the school

The Headteacher will:

- Implement the security policy approved by the Governors
- Ensure that staff receive information, instruction and training in the security policy and procedures
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence
- Ensure that all visitors, contactors and agency staff adhere to the security policy
- Consider particular risk situations (e.g. home visits, lone working)
- Monitor and review the implementation of the policy and security arrangements.

All staff will:

- Comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school grounds
- Report any shortcomings to the Headteacher.

The Governing Body will

- Delegate the day to day implementation of the policy to the Headteacher.

Pupils will:

- Be encouraged to exercise personal responsibility for the security of themselves and, and to co-operate with the arrangements made for the security of the school.

Pupils, Parents, Community Users and Visitors will:

- Be expected to respect the measures taken by the school to improve and ensure security
- Be encouraged to report ideas and problems to the staff

ARRANGEMENTS

Controlled Access during the school day

Controlled access is achieved through a combination of measures to ensure that the risk to pupils and staff from unauthorised visitors is minimised.

The security measures put into place at Woodcroft Primary School have taken into account the need to balance the need to maintain a welcoming environment whilst ensuring the safety of all our pupils and staff.

The school main gates are opened at 6.00am by the Cleaners for other members of staff to access the staff car park. From 8.30am, the Site Manager shuts the gates to parents and visitors. These are opened at 9.00am, and then shut again at 3.00pm until 3.30pm. No visitor or staff member can arrive or leave the school carpark between these times unless authorized by the Headteacher.

The school perimeter

The school sites have fences that surround the perimeter, which is checked on a daily basis for condition and security issues by the Site Manager. Any areas that are in poor condition or broken are dealt with immediately. The sites are well lit and there are security cameras that cover the perimeter of the school, providing a live recording which can be used as evidence if an incident occurred. The school has ample signage signaling that CCTV is in use. There is a separate entrance for parents/carers for Woodcroft Pre-school and Wrap Around Care, which sub-lets part of the school building on a permanent basis.

All external doors cannot be opened from the outside, apart from the main reception entrance which has internal security doors.

During the school day

It is the Headteacher's responsibility to ensure that the school site is secure. This is delegated to the Site Manager on a day-to-day basis.

School Staff

All Hampshire County Council employees have enhanced DBS checks undertaken when they commence employment. This is entered, along with other information, onto a Single Central Record which is held on the server. All Teachers' qualifications are checked against documentation and their GTC membership is documented.

If supply teachers are used, the schools' policy is to only use Hampshire County Council approved supply agencies. These supply agencies have carried out safeguarding checks on all their supply agency staff before they are sent into schools. Supply Teachers are required to show their DBS and ID to the Admin Manager for the 1st time they visit the school.

The school fully complies with the Hampshire County Council Personnel Services with safeguarding procedures. Staff are updated with any new Government policies and refresher training is given. This is a Hampshire County Council requirement.

Any violence or verbal abuse against a member of staff by a pupil is recorded on a Violent Incident Report form.

The Governors have adopted the Hampshire County Council Restrictive Physical Intervention Policy and these guidelines are shared with staff regularly. Where physical restraint is used this is recorded in a register. Pupils known to have behavior which may result in this have a risk assessment.

Staff are reminded that we have a lone working risk assessment, and that this should be followed if they are intending to carry out any lone working. The only members of staff that should be lone working are the Headteacher, Deputy/Assistant Heads and Caretaker.

Child Safety

Children are encouraged to take personal responsibility for their own security and of others. They are also reminded to inform an adult if they see anything inappropriate during school.

Any sighting of a person acting suspiciously outside of the school grounds is followed up and investigated by the school and, if appropriate, the police are contacted.

The policy for collecting children during school time is very clear. If the person collecting the child is not on the Data Collection sheet they will not be able to collect the child. This also applies at the end of the day, unless the parent has contacted the office in advance, giving the person's name and description, including a mutual password. This is passed onto the class teacher if necessary. If a child has to go home ill, only the specified contacts will be phoned.

For this reason, parents and carers are reminded to complete a 'Change of Information' form to inform the office of any phone number or contact changes that happen.

Copies of any court orders and restraining orders are kept in children's files and a copy is with the HSLW.

We have a first day phone call system in place to deal with unexplained absences. This is not only to improve attendance but also to ensure that any child who is absent from school has good reason and that the parent or carer is aware.

Supervision of Pupils

All children are supervised by school staff from 8.40am until 3.15pm. Outside of these times, it is the responsibility of parents and carers to make sure that their child is safe- this includes playing on the school trim trail before and after school. The trim trail is not to be used unsupervised. On the rare occasion that a child may leave the school site, there is school guidance that is followed by staff immediately. The school works closely with any parent whose child has left the site in trying to identify the reason behind it so that it does not happen again.

Visitors to the school site

The control of visitors is a fundamental part of the School's Security Policy for the safeguarding of both people and property.

All visitors report to the school office, where they are required to sign in and, if applicable, show identification to a member of the admin office team. They are required to read the "Health and Safety for Visitors" leaflet and are given a visitor's badge to display at all times. Visitors can only obtain access into school via a security opening door, which can only be activated from inside the office and the other side of the security door. All visitors are escorted to their destination by a member of staff and any person not wearing a visitor badge will be approached immediately.

All members of Hampshire County Council have enhanced DBS checks undertaken. They are to wear their own HCC identification badge along with a school visitor's badge. This includes Social Workers, Catering staff and Extended Services staff. Contractors and any visitors that are not from Hampshire County Council are supervised at all times by a member of staff, be it the teacher/LSA that they are visiting or the Sire Manager if it is for premises work. Any toilet that has a contractor working in will be coned off and not used until they have concluded their work. Whilst on duty, the Site Manager is responsible for all contractors while they are on site. When the Site Manager is not on site, then it is the responsibility of the Admin Manager.

Third Parties, Extended Services and Community Groups

Any extended school activities are risk assessed and have all liability insurance checked and photocopied. This along with a copy of identification and their DBS disclosure number are filed in the school office.

Any extended school activities, i.e. Karate, are Risk Assessed and have all liability insurance checked and photocopied. This along with a copy of identification and their DBS form are filed in the school office.

Woodcroft Pre-School and Wrap Around Care offer a breakfast and after school club and have their own policies.

Supervision of Contractors

Contractors and maintenance personnel will not always have been DBS checked, therefore they should not have unsupervised access to children. They will be controlled as follows –

- All contractors will be expected to sign in at reception and will be issued with an ID badge which will be clearly displayed whilst on site
- Contractors will park in authorised parking areas only
- Contractors will only carry out work agreed at the start of the contract and at the times agreed
- Contractors will be supervised by site staff
- Contractors will comply with the contractor's risk assessment.

Lone Workers

Woodcroft Primary School have adopted the Corporate Lone Working Procedure.

Physical Security Measures

The School will consider the need to use physical measures such as fencing and electronic access controls and CCTV to ensure the safety of staff and pupils. The Risk Assessors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.

Where justified by consideration of the risk, the Headteacher and Governing Body will ensure that physical security measures are installed. Where physical controls are not justified, the Headteacher will ensure that other controls are implemented to ensure the safety of staff and pupils.

Security of the Building

The School has an effective intruder alarm. This is always set when the site is not in use which is monitored by the contracted company. Kestrel patrol during the school closure including weekends in accordance with the HCC contract. A list with the names of the key holders who are responsible for the security of the schools are held with the contracted company.

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises. This is checked by the Site Manager or Key Holder as part of their locking up routine.

Unlocking and Locking Arrangements

The School will be unlocked daily by the cleaning team at 6am. The normal hours for staff, pupil and public access to the buildings will be until 6pm Monday to Friday, term time only, unless prior arrangements have been made.

If a key holder is contacted as a result of a "Person Present", they will wait outside the building until the police arrive. If necessary, additional key holders should be contacted for support. Staff should never enter the site alone.

Cash Handling

All school cash, stamps and cheque books are locked in the school safe. Banking procedures are adhered to at all times. All activities relating to money being counted and recorded are undertaken at the back of the office away from any vulnerable places. There is no petty cash tin kept on site. All petty cash is processed through cheques and the petty cash procedures are adhered to at all times

The inventory is kept up to date and any new equipment is added when purchased. The inventory is checked by the Site Manager on a yearly basis. All laptops are signed for by the member of staff that it is assigned to.

Valuable Equipment

All items above the value of £250 will be recorded in the asset register. Items of value, including portable equipment with a value above £250 will not left where visible from outside. The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

Vehicle Movement

The School is committed to the safety of all its members, including children, staff and visitors. Vehicles driving onto both sites should do so slowly (less than 10 mph) and carefully, particularly when entering and exiting the sites.

Woodcroft Pre-School and Wrap-Around Care have 2 designated car parking spaces, and therefore any other member of staff must park outside the school grounds if the parking bays are full. Any parent or carer of pupils of both the Primary School and the Pre-School must not park in the school car park. They must park outside the school grounds at all times, unless they are displaying a disabled badge.

Personal belongings

All staff and children are reminded that it is their responsibility to look after any personal belongings in school and they are discouraged from keeping cash and personal belongings in school. Any personal belongings in school should be kept locked in classroom cupboards, office drawers etc. Lost property is kept in school for 6 months before disposal.

Any medicine, apart from inhalers (which are kept in the child's classroom cupboard), are kept locked in the medical room's medicine cabinet. Any child that needs medicine must have a completed "administration of medicine form" signed by their parent/carer. This is filed in the office and any medicine administered is recorded on this form. The administration of medicines policy is adhered to at all times

Staff and pupil involvement

Everyone is responsible to prevent crime including guarding against assault and theft of personal belongings and safeguarding their own school site.

Appendix 5

WOODCROFT PRIMARY SCHOOL – EMERGENCY PLANNING

Purpose
To deal with incidents where the health and safety of children and staff are at risk.

For

1. Aggressive or violent incident in school
2. Disaster in the community
3. Road traffic accident / accident during school visits

For

1. Fire
2. Emergency evacuation – e.g. bomb or intruder

For emergencies such as

1. Flood
2. Failure of fundamental services i.e. gas, water, electricity
    a. If necessary, evacuate the school – to the playground
    b. Contact emergency services – follow their advice about further actions
    c. Contact the parents to collect children as soon as safe/practicable/permission given by emergency services (as appropriate)

If these emergencies happen outside school hours and the school needs to be closed – follow the emergency closure procedure.

Woodcroft Primary School

Critical Incidents Planned Response

1. **Aggressive or violent incident in school**

2. **Disaster in the Community**

3. **Road traffic accident / accident during school visits**

Woodcroft Critical Incident Planned Response

Aggressive or violent incident in school

Note:
All external doors can only be opened from the inside apart from the main entrance door at the school reception. The glass reception panel in the Admin office is kept locked in a position which a person cannot easily get through.

Action:

- Lock the glass panel in the Admin. office
- Close and lock the Admin. office door
- Any classroom doors that are open must be closed. If appropriate the police may be called.
- Inform the Headteacher and/or the Assistant Headteachers and the Site Manager, then inform the class Teachers without alerting children.

If a parent or intruder does enter the building and demonstrates aggressive behaviour, the following should be observed:

1. Remove children (if present) and if possible.
2. Seek immediate help – ask a child to go to next door teacher or to LSA if nearby.
3. Try to remain calm and ask aggressor if they would like to sit down to discuss the problem. Try to get into position where you are nearest the exit route into the rest of the school – if alone.
4. The Headteacher should be informed (or deputy). If possible, they will take on the 'lead' role – if not available however e.g. if after school, staff to follow procedures 5 – 10 if necessary.
5. If the situation is out of control the police should be called.
6. Staff going to the aid of the teacher should be accompanied by another adult.
7. They should remove the children (if still present).
8. If the situation can be calmed and the aggressor leaves the premises, all doors must be closed.
9. The Head Teacher will seek advice from the County's Legal Practice and inform the aggressor in writing of the expected code of behaviour. In extreme cases this may be to ban the parent from entering the school site.
10. No comments will be given to the media and the press officer will be informed by the 'lead' person e.g. the Headteacher or Assistant Headteacher.

If a child is putting the children or staff at risk through aggressive behaviour, threatening or violent behaviour or misuse of equipment e.g. throwing things –

1. Remove children if possible.
2. Seek immediate help and inform the Headteacher (or Assistant Headteacher, Home School Link Worker) as soon as possible.
3. The situation will be assessed –
    a. i.e. adult/s watching the child or attempting to calm the child down as appropriate. It is vital not to put yourself in danger.
    b. Further action will then be planned taking into account the child, level and nature of the incident.
4. If the child leaves the building do not attempt to stop them – refer to instructions 'What to do if a child leaves the premises' for this eventuality.
5. Any violent incident should be recorded on a VIR form, which can be found on the Health and Safety notice board or in the staff accident and incident folder in the office.

Woodcroft Critical Incident Planned Response

Disaster in the Community
(e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action:

- If this happens within the close proximity of the school it will be necessary to remove children from any danger - use evacuation procedures
    - If it is necessary to go further than out into the playground, the back gate should be unlocked and the children walked up to the Community Centre.
    - If the problem is in or in the vicinity of the playground, the children should be taken to the upper school playground, making sure that the main gates are shut to prevent cars entering
- Contact emergency services.
- Full facts should always be obtained at the earliest opportunity

Action as soon as possible:

1. Inform the children of the incident. The 'lead' person will help to work out the best way to tell the children simply and without fabrication.
2. Keep incoming phone line clear so that emergency services are able to provide updates (If phone calls need to be made, use the fax line or a mobile).
3. If it is necessary to keep children behind after school, children will stay with their class teacher and parents are informed accordingly if possible. Emergency services will advise. 'Lead' person will also decide what message to give.
4. 'Lead' person to inform Area Director for Area 2 Brian Pope 023 92441471 and the Chair of Governors Jenty Young
5. Attempt to keep to normal school routines as soon as possible.

Later action:

1. 'Lead' person to inform outside agencies where appropriate for support e.g. Psychology Service, Welfare Service.
2. Encourage children and staff to talk (some may need to do this with an experienced professional – see 2 above.)
3. Visit bereaved or those in hospital if appropriate.
4. Identify high risk children/staff.
5. Monitor effects of all involved.
6. Organise further treatment if necessary.

Woodcroft Critical Incident Planned Response

Road Traffic Accident involving Pupils/Accident during School Visits

Immediate action (at the scene):

1. Remove children from danger if possible/appropriate
2. Contact emergency services
3. Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).
4. Bring children back as soon as possible – from the scene.

As soon as possible (in school)

1. Send someone out to the scene if possible
2. Support team to act –
    a. Head Teacher/deputy/senior member of staff to lead – if this means coming out of class, cover must be organised immediately.
    b. Communications to be put into motion –
        i. Admin. staff to begin to contact families of those involved. The contact lists are in the school office. If you cannot get through just ask them to ring the school; do not leave a message (for speed, use fax line and mobiles too).
        ii. If support is needed e.g. only one member of the admin. staff in office, lead to draft in another member of support staff to help.
        iii. Admin. team to keep a careful note of those parents who still need to be informed.
        iv. Plan communications - the fax line and mobiles can be used as outgoing lines to leave the main line free if it is expected that many parents will be trying to contact the school.
        v. The lead person drafts out a script – this means that the same level of information is given to everyone who calls.
    c. The lead person to inform staff and children. (If sending a letter home give details of the facts, do not apportion blame). Children will probably be best told in classes. Only facts should be given; do not speculate on the causes and consequences.
    d. School to contact the Area Director for Area 2 Brian Pope 023 92441471 and the Chair of Governors Jenty Young.
    e. The lead person to inform the press office on 01962 847368/847363/847028 in Winchester. Press or media will not be allowed on to school premises.

3. **Assembly point – the school hall.**
    a. Staff to bring refreshments from staff room.
    b. If private room is needed this will be the Headteacher's office.

Within hours

1. Keep school open – as an information centre (for parents, not press)
2. Support team to be set up so that there are staff available at school for parents etc. and staff to go to the hospital – then for others to relieve them.

Woodcroft Emergency School Closure

In the event of an **emergency closure** being necessary **during the school day**, the first action of the school must be to ensure the safety of all those on the site by enacting the school's evacuation procedure.

Schools should then alert as many parents/carers as possible to **prevent students arriving in school** or to ensure that they are quickly and safely removed from the premises. This should be the first action if the need for emergency closure occurs **outside the school day.** Parentmail should be used in the 1st instance.

Information on the school closure should be given to your **local radio station** to ensure as wide a dissemination of information as possible. You should telephone the radio station using the attached contact details and giving the following information:

- **The school's name and DCSF number**
- **The Head Teacher's name**
- **The code word "castle"**

You should then contact the **media centre** at Hampshire County Council, telephone **01962 847368, 01962 847363 or 01962 846028** or email childrens.services.enquiries@hants.gov.uk. They will inform the appropriate local and county officers in the children's services department. Please also ensure that your website is updated and a message is left on your school's answer phone.

If students do arrive at school they must be safely accommodated at the school, assuming the nature of the emergency makes this possible, until their parents/carers have been informed and arrangements have been made for the child's return to home or somewhere nominated by their parents/carer.

It is also advisable to contact the following:

- School transport / taxis
- School meals service
- School crossing patrol

Schools are required to have an emergency plan in place to deal with incidents where the health and safety of students and staff is at risk. Such incidents include fire, flood, terrorist alert, gas leaks and failure of fundamental services such as electricity, water and heating. An emergency is an unforeseen event, the effects of which could not reasonably have been anticipated.

If an unusual and specific event should occur which is not covered by these guidelines, schools are advised to contact their **local children's services office** and seek the guidance of there are Director (Education and Inclusion).

The procedure does not concern possible closures relating to building work, staff training or other, non-emergency situations.

The Local Authority cannot support additional school closures except in response to an emergency. Students are legally entitled to **190 school days** (380 sessions) in an academic year.

The five professional training days fall outside of the 190 statutory pupil days and the timing of these should be planned well in advance so that parents/carers receive sufficient notification to enable them to make appropriate childcare arrangements.